

What's New for the field in T-PAX Version 6.10

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What's New for the field in T-PAX Version 6.10

Attaching Electronic Files (T-PAX Imaging Function)

Introduction

The T-PAX Imaging Function provides travelers with the ability to attach scans (or other electronic files) of receipts, orders and amendments to their travel request, authorization, claim/settlement or request for advance.

Before you begin

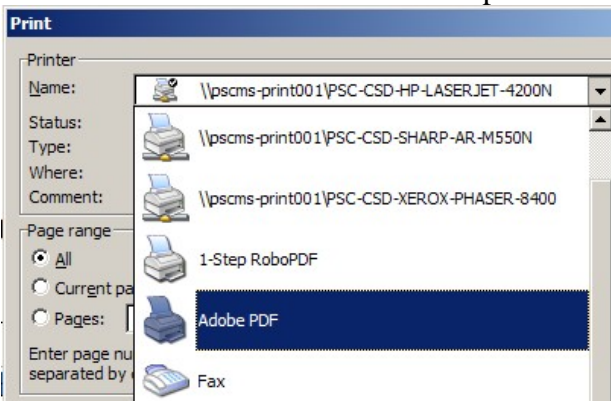
All documents **MUST** first be in an Adobe Acrobat PDF file. There are several ways to create a PDF file using *Adobe Acrobat 7 Standard*, which is included in the Coast Guard Standard Workstation software package. Two of the most common methods are discussed in the following sections:

1. Print to PDF
2. Create PDF from file

[Skip to page 6 for the procedure for adding the file to your claim.](#)

Print to PDF

If the document is already in electronic format, but not an Adobe Acrobat PDF file (e. g. an image (.jpg, .gif, .tif, etc.), a web page, an email message, or MS Office file) you can 'print' the file directly to Adobe Acrobat.

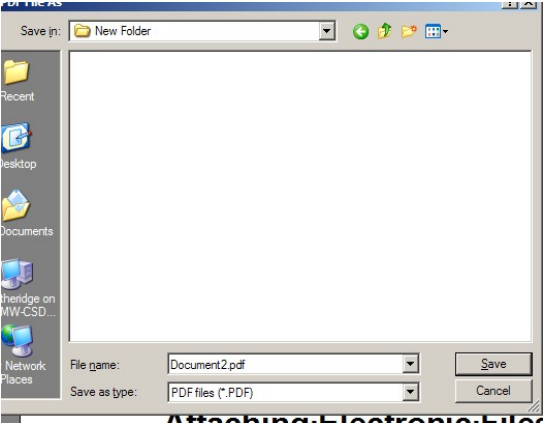
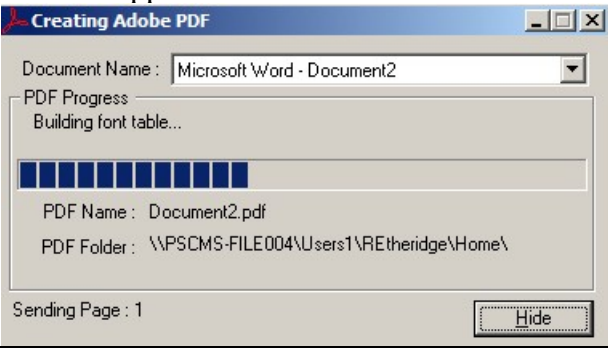
Step	Action
1	Open the file and select File Print from the application's menu.
2	Select " Adobe PDF " from the list of printers 

Continued on next page

What's New for the field in T-PAX Version 6.10

Attaching Electronic Files (T-PAX Imaging Function), Continued

Print to PDF (continued)

Step	Action
3	<p>Name the file and select a location to save it to.</p> 
4	<p>Click the “Save” button. The “Creating Adobe PDF” information box will appear.</p> 
5	<p>After the process is complete, the PDF file will open in Adobe Acrobat.</p>

Create PDF from a file

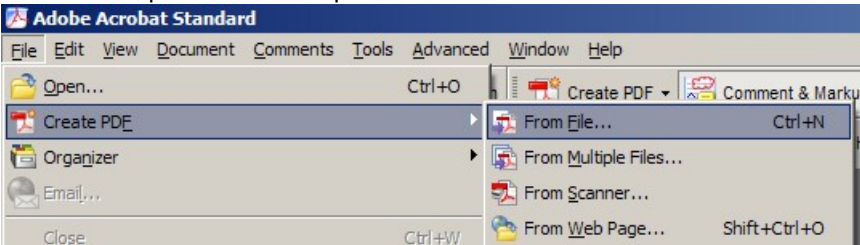
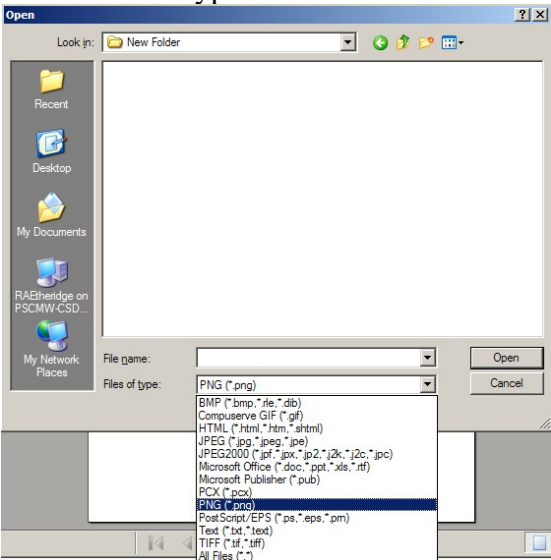
If the document is already in electronic format, but not an Adobe Acrobat PDF file (e. g. an image (.jpg, .gif, .tif, etc.), you can convert it to PDF file format using Adobe Acrobat's *Create PDF* menu.

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What's New for the field in T-PAX Version 6.10

Attaching Electronic Files (T-PAX Imaging Function), Continued

Create PDF from a file (cont'd)

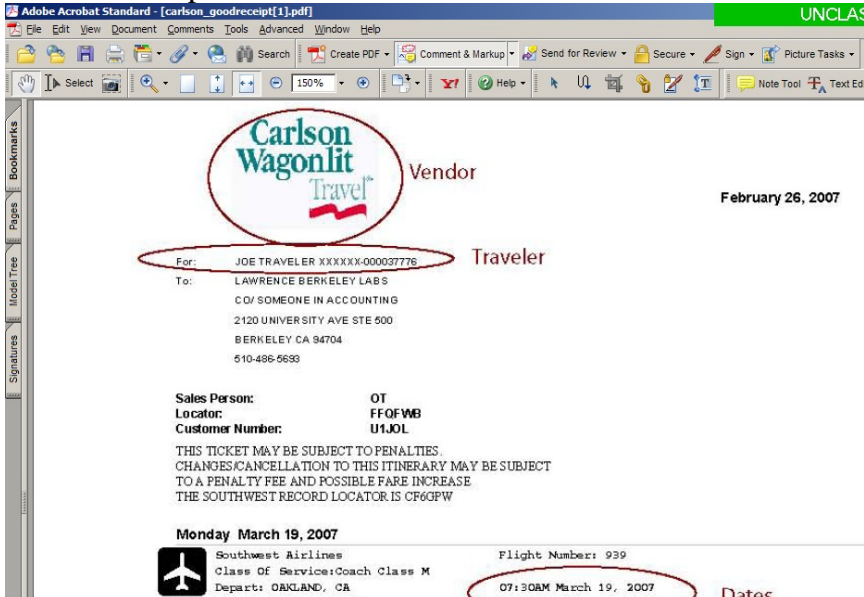

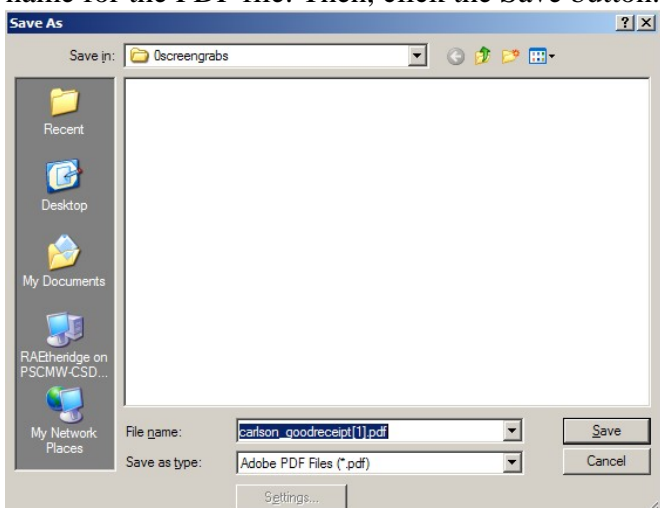
Step	Action
1	Start Adobe Acrobat (Start Menu Programs Adobe Acrobat 7 Standard)
2	<p>Select File Create PDF From File from the menu.</p>  <p><i>(Note that you can also create a PDF directly from a scanner if you have one attached to your workstation)</i></p>
3	<p>Select the file type and location</p> 
4	Click the Open button.

Continued on next page

What's New for the field in T-PAX Version 6.10

Attaching Electronic Files (T-PAX Imaging Function), Continued

Create PDF from a file (cont'd) (continued)

Step	Action
5	<p>The file will open in Adobe Acrobat</p> 
6	<p>Click the Save icon -- , select a location and, if desired, a new name for the PDF file. Then, click the Save button.</p> 

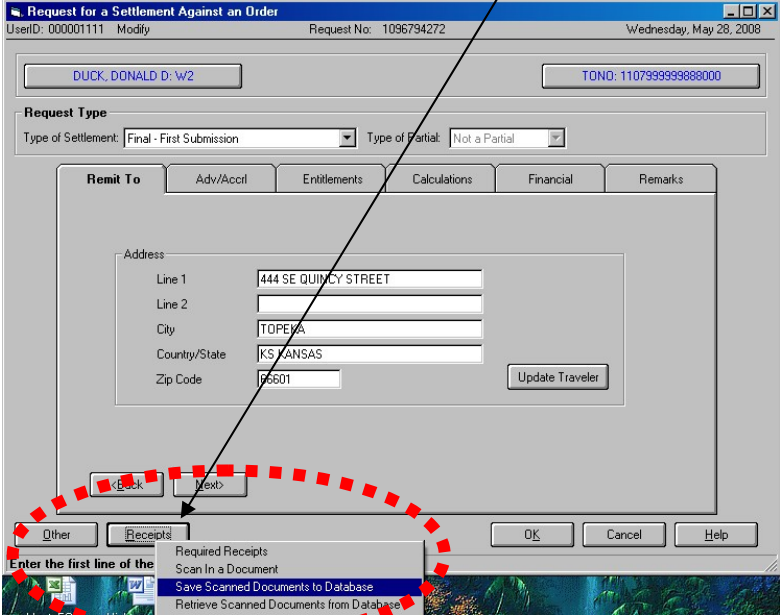
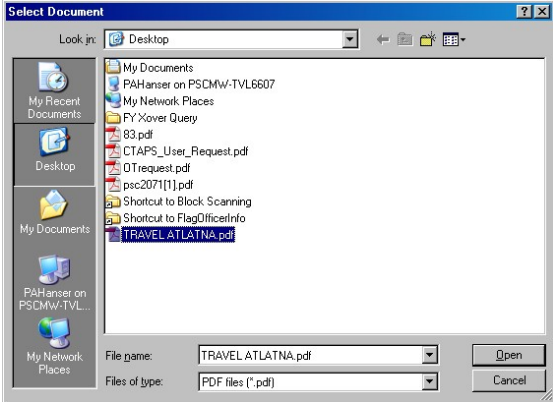
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What's New for the field in T-PAX Version 6.10

Attaching Electronic Files (T-PAX Imaging Function), Continued

Attaching files in T-PAX

Now that you have your receipts and other supporting documentation in the correct format and saved to a location that is accessible from the workstation you are logged onto, you can attach them to your claim in T-PAX.

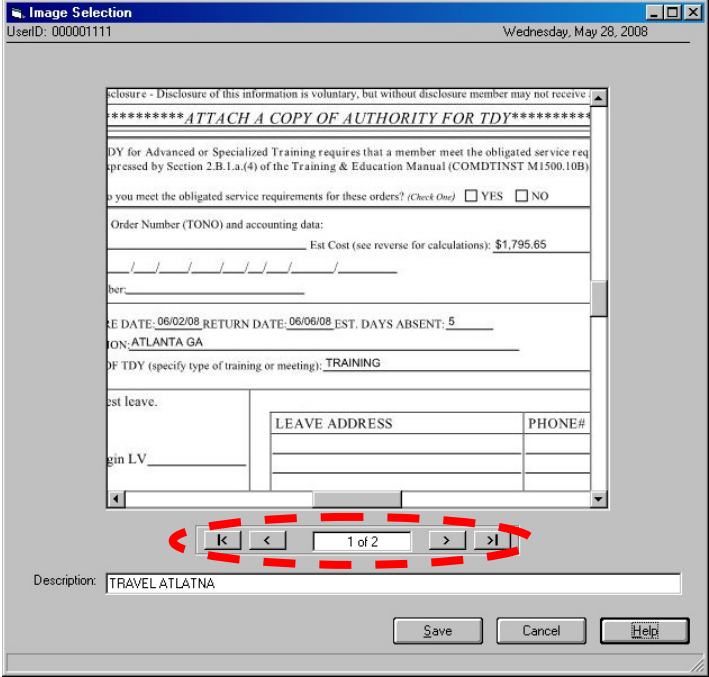
Step	Action
1	<p>After completing a settlement – click the “Receipts” button then, select “Save Scanned Documents to Database” from the menu.</p> 
2	<p>Locate and select the PDF file and click the “Open” button.</p> 

Continued on next page

What's New for the field in T-PAX Version 6.10

Attaching Electronic Files (T-PAX Imaging Function), Continued

Attaching files in T-PAX (continued)

Step	Action
3	<p>Verify the document and the number of pages on Image Selection Screen and click “Save”.</p>  <p>This has now attached the PDF file to the claim number in the database. Repeat this procedure for each attachment.</p>

Continued on next page

What's New for the field in T-PAX Version 6.10

Attaching Electronic Files (T-PAX Imaging Function), Continued

Viewing /Managing attachments

To View Documents that have been attached to a travel claim/advance/authorization, Click the **“Receipts”** button and then click **Retrieve Scanned Documents from Database.**

The screenshot shows the T-PAX software interface. The title bar reads "Request for a Settlement Against an Order". The status bar shows "UserID: 000001111 Modify Request No: 1096794272 Wednesday, May 28, 2008". The main form has a "Request Type" section with "Type of Settlement: Final - First Submission" and "Type of Partial: Not a Partial". Below this are tabs for "Remit To", "Adv/Accr", "Entitlements", "Calculations", "Financial", and "Remarks". The "Remit To" tab is active, showing an "Address" section with fields for "Line 1", "Line 2", "City", "Country/State", and "Zip Code". The "Line 1" field contains "444 SE QUINCY STREET", "City" contains "TOPEKA", and "Country/State" contains "KS KANSAS". There is an "Update Traveler" button. At the bottom, there are buttons for "<Back", "Next>", "Other", "Receipts", "OK", "Cancel", and "Help". A dropdown menu is open under the "Receipts" button, showing the following options: "Required Receipts", "Scan In a Document", "Save Scanned Documents to Database", and "Retrieve Scanned Documents from Database".

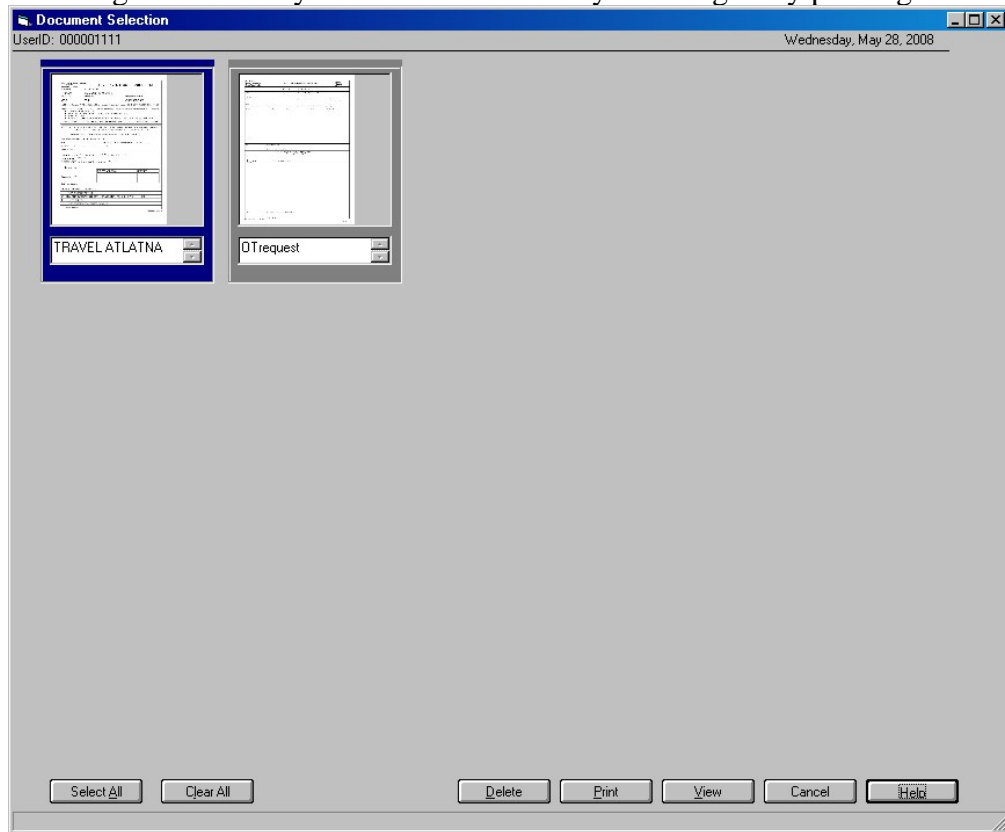
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What's New for the field in T-PAX Version 6.10

Attaching Electronic Files (T-PAX Imaging Function), Continued

Viewing /Managing attachments (cont'd)

Each document saved will be shown by thumbnails. Click on the document to be viewed and then click **View**. This will bring up the Image Selection screen again. You may view this document by scrolling or by printing.



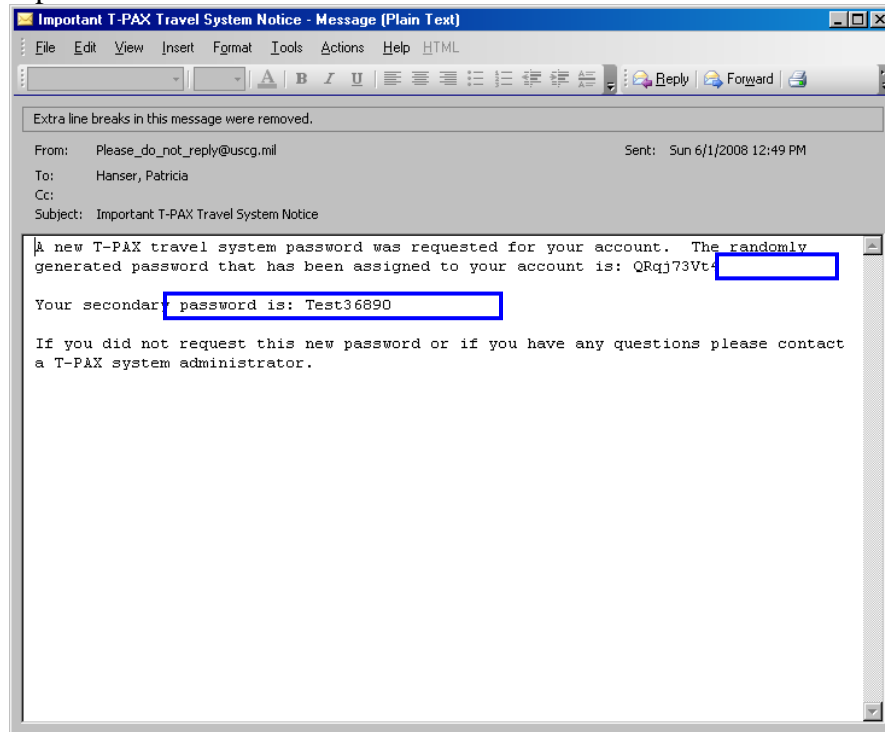
Click the “**Delete**” button to remove an attachment.

What's New for the field in T-PAX Version 6.10

Self-Service Password Reset

Primary and Secondary Passwords are reset

T-PAX now has two system generated passwords that goes to user's primary email account that is listed in T-PAX when user clicks on Forgotten password button. One for the logon password and one for the secondary/confirmation password.



Reset/Change Passwords

Due to security issues, users may no longer change their T-PAX passwords in their profile on the T-PAX Information tab. These fields have been disabled. To reset/change T-PAX passwords, please click the Tools menu and then Change Passwords. You will be required to enter in the "Old Password" prior to resetting/changing. If you have used the above "forgotten password" button, please type the system random generated password into the "Old Password" field.

Continued on next page

What's New for the field in T-PAX Version 6.10

Self-Service Password Reset, Continued

Personal Address/Contact Miscellaneous T-PAX Information

Miscellaneous

Unit: 5347400 Cost Center: 00000

New Logon Password

Enter:
Re-enter:

New Secondary Password

Enter:
Re-enter:

File Profile Log in as Tools Help

Changing of Passwords
UserID: 473883333 Sunday, June 01, 2008

Logon Password

Old Password:
New Password:
Re-enter New Password:

Secondary Password

Old Password:
New Password:
Re-enter New Password:

OK Cancel Help

Enter old logon password

What's New for the field in T-PAX Version 6.10

Orders

What's Authorized Tabs

These tabs have been expanded and updated to provide accurate orders. All authorized entitlements marked on these two tabs will print on the orders as well as what is input on the Remarks tab. Should extensive entitlements be used, a “page 2” of the printed orders will be created.

The image displays two screenshots of the T-PAX Travel Order form, specifically the 'What's Authorized' tabs. The top screenshot shows the 'What's Authorized (TDY #1)' tab, which is divided into two sections: 'Quarters' and 'Messing'. The 'Quarters' section includes checkboxes for 'Government (Use Directed)', 'Contract Quarters', 'Commercial Lodging', and 'Dual Lodging Authorized'. The 'Messing' section includes checkboxes for 'Government Rate (Military Only)', 'Mess is Directed for ALL three meals', 'Proportional Rate', 'Reduced per diem (Mil.)', 'Commercial (full locality per diem)', 'Reduced Per Diem Authorized (Gov.)', 'No Per Diem Authorized (Gov.)', 'Actual Expense', 'Super Actual Expense Lodging Plus (300%)', 'Red. Per Diem', 'Conference Per Diem (125%)', and 'Actual Expense Lodging Plus (150%)'. The bottom screenshot shows the 'What's Authorized (TDY #2)' tab, which is divided into two sections: 'Transportation' and 'Miscellaneous'. The 'Transportation' section includes checkboxes for 'Gov't Procured Transportation', 'Commercial Carrier', 'Gov't Owned Conveyance', 'Priv. Owned Conveyance', 'POV is more advantageous to the Gov't', 'POV not to exceed GTR of', 'Rental Car', and 'Rental Upgrade'. The 'Miscellaneous' section includes checkboxes for 'Excess Baggage', 'Conference Fee', 'Official Comm. Fees', 'Leave Authorized', 'Registration Fee', 'Remain Overnight for', 'Personal Phone NTE', 'Variations Authorized', 'Local Travel Authorized', and 'RON Location'. Both screenshots show the 'Description' tab selected, and the 'Remarks' tab is also visible. The form includes fields for 'User ID', 'Grade/Rank', 'Order Number', and 'Type of Order'. The bottom of the form has buttons for '<Back', 'Next>', 'OK', 'Cancel', and 'Help'.

Travel Order
User ID: 000001111 Sunday, June 01, 2008

DUCK, DONALD D: W2 Grade/Rank: W2 Order Number: TO BE ASSIGNED Type of Order: Normal

Description What's Authorized (TDY #1) What's Authorized (TDY #2) Remarks

Quarters

- ☐ Government (Use Directed)
- ☐ Contract Quarters
- ☐ Commercial Lodging
- ☐ Dual Lodging Authorized

Messing

- ☐ Government Rate (Military Only)
- ☐ Mess is Directed for ALL three meals
- ☐ Proportional Rate Red. Per Diem
- ☐ Reduced per diem (Mil.) 0
- ☐ Commercial (full locality per diem) Red. Per Diem
- ☐ Reduced Per Diem Authorized (Gov.) 0
- ☐ No Per Diem Authorized (Gov.)
- ☐ Actual Expense
- ☐ Super Actual Expense Lodging Plus (300%)
- ☐ Conference Per Diem (125%)
- ☐ Actual Expense Lodging Plus (150%)

<Back Next>

OK Cancel Help

Select the category that best describes type of travel authorized for this order

Travel Order
User ID: 000001111 Sunday, June 01, 2008

DUCK, DONALD D: W2 Grade/Rank: W2 Order Number: TO BE ASSIGNED Type of Order: Normal

Description What's Authorized (TDY #1) What's Authorized (TDY #2) Remarks

Transportation

- ☐ Gov't Procured Transportation ☐ Commercial Carrier
- Gov't Owned Conveyance: None
- Priv. Owned Conveyance: None
- ☐ POV is more advantageous to the Gov't
- POV not to exceed GTR of: 0
- ☐ Rental Car Rental Upgrade: None

Miscellaneous

- ☐ Excess Baggage ☐ Conference Fee ☐ One phone / day
- ☐ Official Comm. Fees ☐ Personal Phone NTE 0
- ☐ Leave Authorized ☐ Variations Authorized
- ☐ Registration Fee ☐ Local Travel Authorized
- ☐ Remain Overnight for 0
- RON Location:

<Back Next>

OK Cancel Help

Check to authorize Gov't Procured Transportation

What's New for the field in T-PAX Version 6.10

Printing Travel Voucher Summaries (TVS)

Print TVS from order history

Users may now print a TVS from the Travel Order History screen by highlighting the TONO and settlement and clicking the print button at the bottom of the screen and then selecting Print Voucher.

Travel Order History
UserID: DUCK, DONALD Sunday, June 01, 2008

DUCK, DONALD D: W2

Travel Order
Order Number: 110611111111000

Order Number	Travel Dates	Travel Type	Issue Date	Issuer
110611111111000	10/1/2005-10/2/2005	Local	10/1/2005	
1106111222333000	10/1/2005-10/5/2005	Normal	10/1/2005	5347400
1106123123123000	6/1/2006-6/10/2006	Normal	6/1/2006	5347400
1106123159159000	1/15/2006-1/17/2006	Normal	1/1/2006	5347400
1106321321321000	5/1/2006-5/5/2006	Normal	5/1/2006	5347400
1106456456456000	9/25/2006-10/3/2006	Normal	9/1/2006	5347400
1107111111111000	1/1/2007-1/2/2007	Local	1/1/2007	5347400

Display

Travel Order Details

Pay Method	Claim No.	Travel Dates	Trans. Type	Create Date	Total Trans	Claimed/Applied	*Net Trans
EFT	1096734093	10/1/2005-10/1/2005	Settlement	2/27/2007	\$19.42	\$0.00	\$19.42

Pay Method: [dropdown] Travel Dates: [dropdown] Trans. Type: [dropdown] Create Date: [dropdown] Total Trans: [dropdown] Claimed/Applied: [dropdown] Net Trans: [dropdown]

* For advances, the Net Transaction Column is the amount of the advance not yet collected

Display

Other [blue arrow] Print Exit Help

Enter the Order with which you wish to work

What's New for the field in T-PAX Version 6.10

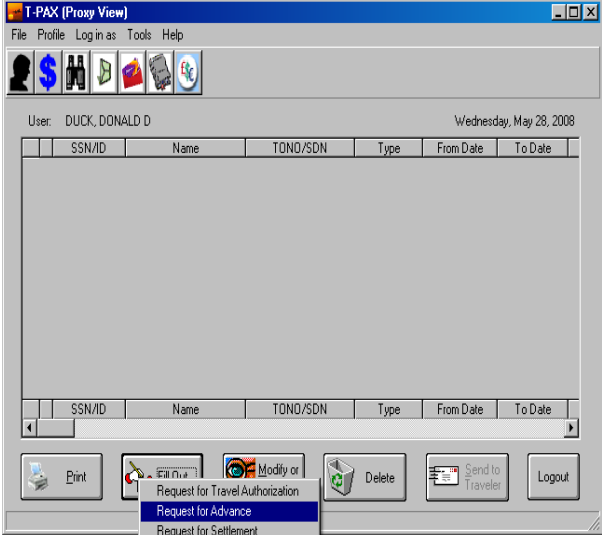
Advance Signature Proxy (ASP)

Introduction

Advance Signature Proxy (ASP) – This function is for SPO's. This permission/designation is granted after the completion of a new form CG PSC-7421 (<http://www.uscg.mil/hq/cg1/psc/forms/psc7421.pdf>)

Procedure

Follow these steps to request a travel advance as an ASP.

Step	Action
1	Sign into T-PAX and change your view by selecting “ <i>Log in as Proxy</i> ” from the menu bar.
2	<p>Click Fill Out and Click Request for Advance.</p>  <p>Note: Although other options appear, they are not available as an Advance Signature Proxy.</p>
3	Type the traveler's name that the advance is to be completed for and click OK.

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What's New for the field in T-PAX Version 6.10

Advance Signature Proxy (ASP), Continued

Procedure (continued)

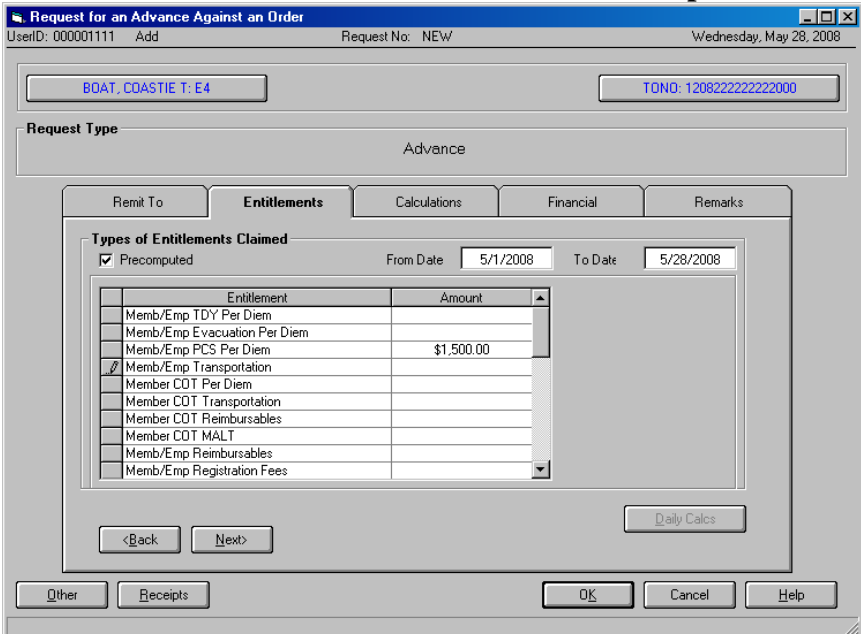

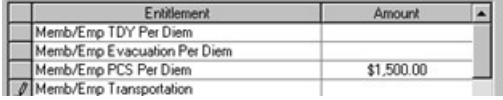
Step	Action																														
4	<p>Type a new TONO or select an existing TONO and click OK.</p> <p>Employee/Member</p> <table border="1"><thead><tr><th>Name</th><th>ID</th></tr></thead><tbody><tr><td>BOAT, COASTIE T</td><td>000009999</td></tr><tr><td>BOOGER, WOOL E</td><td>000006969</td></tr><tr><td>BOSH, DAVID W</td><td>2005365</td></tr><tr><td>BOURQUIN, JENNIFER L</td><td>1114690</td></tr></tbody></table> <p>Order</p> <p>TONO: 120822222222000</p> <table border="1"><thead><tr><th>Order Number</th><th>Category</th><th>Start Date</th><th>End Date</th></tr></thead><tbody><tr><td>120822222222000</td><td>PCS</td><td>5/1/2008</td><td>5/15/2008</td></tr><tr><td>1108245511555000</td><td>Normal</td><td>4/25/2008</td><td>4/27/2008</td></tr><tr><td>1108123456789000</td><td>Normal</td><td>4/10/2008</td><td>4/12/2008</td></tr><tr><td>12086885RS111000</td><td>PCS</td><td>4/9/2008</td><td>4/16/2008</td></tr></tbody></table> <p>OK Cancel Help</p> <p>Enter a partial last name of the employee/member that you wish to find (List appears after 2 characters entered)</p>	Name	ID	BOAT, COASTIE T	000009999	BOOGER, WOOL E	000006969	BOSH, DAVID W	2005365	BOURQUIN, JENNIFER L	1114690	Order Number	Category	Start Date	End Date	120822222222000	PCS	5/1/2008	5/15/2008	1108245511555000	Normal	4/25/2008	4/27/2008	1108123456789000	Normal	4/10/2008	4/12/2008	12086885RS111000	PCS	4/9/2008	4/16/2008
Name	ID																														
BOAT, COASTIE T	000009999																														
BOOGER, WOOL E	000006969																														
BOSH, DAVID W	2005365																														
BOURQUIN, JENNIFER L	1114690																														
Order Number	Category	Start Date	End Date																												
120822222222000	PCS	5/1/2008	5/15/2008																												
1108245511555000	Normal	4/25/2008	4/27/2008																												
1108123456789000	Normal	4/10/2008	4/12/2008																												
12086885RS111000	PCS	4/9/2008	4/16/2008																												

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What's New for the field in T-PAX Version 6.10

Advance Signature Proxy (ASP), Continued

Procedure (continued)

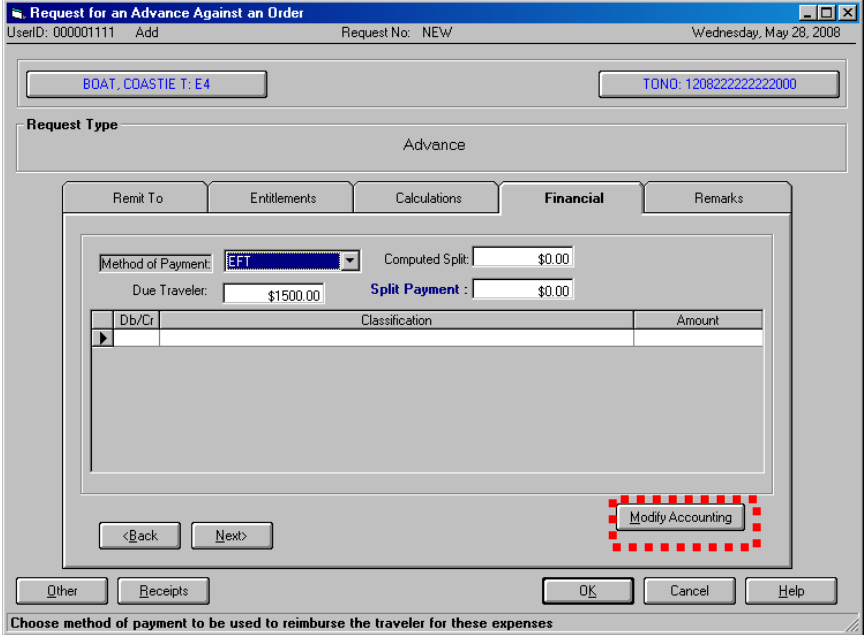
Step	Action
5	<p>Click the Entitlements Tab and click in the Pre-computed box.</p> 
6	<p>Enter the dates for the advance in the From Date and To Date fields.</p> 
7	<p>Enter the advance amount into the Entitlement Amount field.</p>  <p>Note – You cannot input amount larger than value of entitlement.</p>

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What's New for the field in T-PAX Version 6.10

Advance Signature Proxy (ASP), Continued

Procedure (continued)

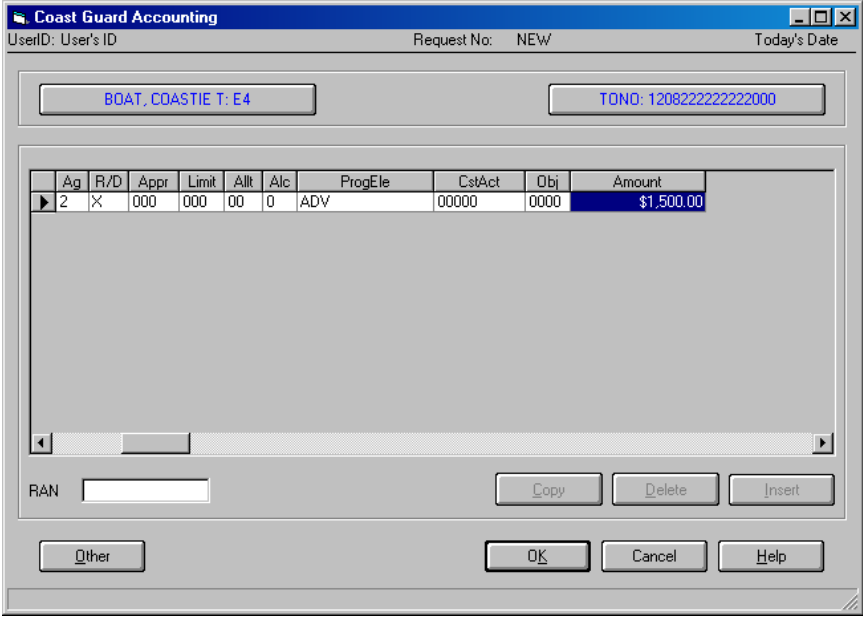
Step	Action
8	<p>Click the Financial Tab and then click the Modify Accounting button</p>  <p>The screenshot shows a software window titled "Request for an Advance Against an Order". At the top, it displays "UserID: 000001111", "Add", "Request No: NEW", and "Wednesday, May 28, 2008". Below this are two input fields: "BOAT_COASTIE T: E4" and "TONO: 120822222222000". The "Request Type" is set to "Advance". There are five tabs: "Remit To", "Entitlements", "Calculations", "Financial" (which is selected), and "Remarks". Inside the "Financial" tab, there are fields for "Method of Payment" (set to "EFT"), "Computed Split" (\$0.00), "Due Traveler" (\$1500.00), and "Split Payment" (\$0.00). Below these is a table with columns "Db/Cr", "Classification", and "Amount". At the bottom of the window, there are buttons for "<Back", "Next>", "Other", "Receipts", "OK", "Cancel", and "Help". The "Modify Accounting" button is highlighted with a red dashed box.</p>

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What's New for the field in T-PAX Version 6.10

Advance Signature Proxy (ASP), Continued

Procedure (continued)

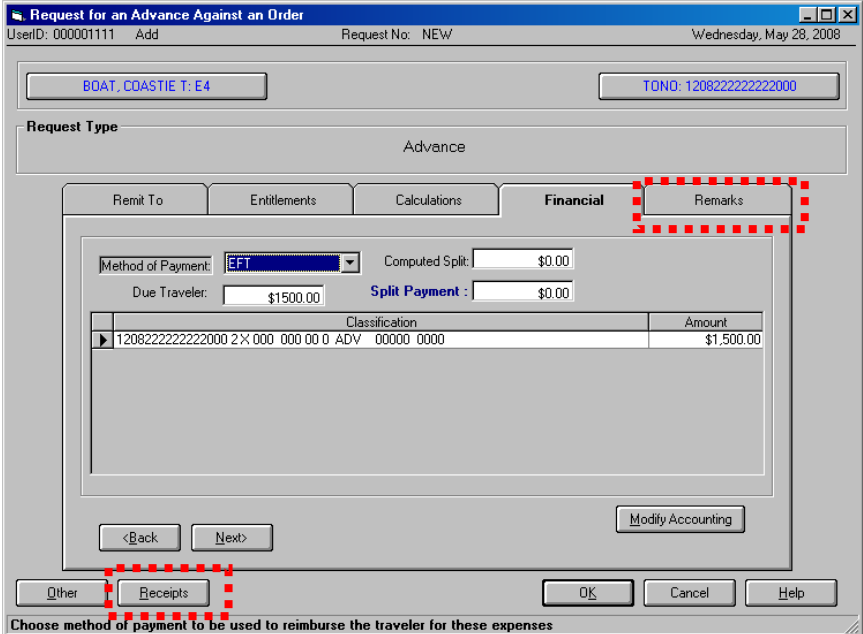
Step	Action
9	<p>On the Coast Guard Accounting screen click OK Note: DO NOT change this line of accounting...this is a default used for advances.</p> 

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What's New for the field in T-PAX Version 6.10

Advance Signature Proxy (ASP), Continued

Procedure (continued)

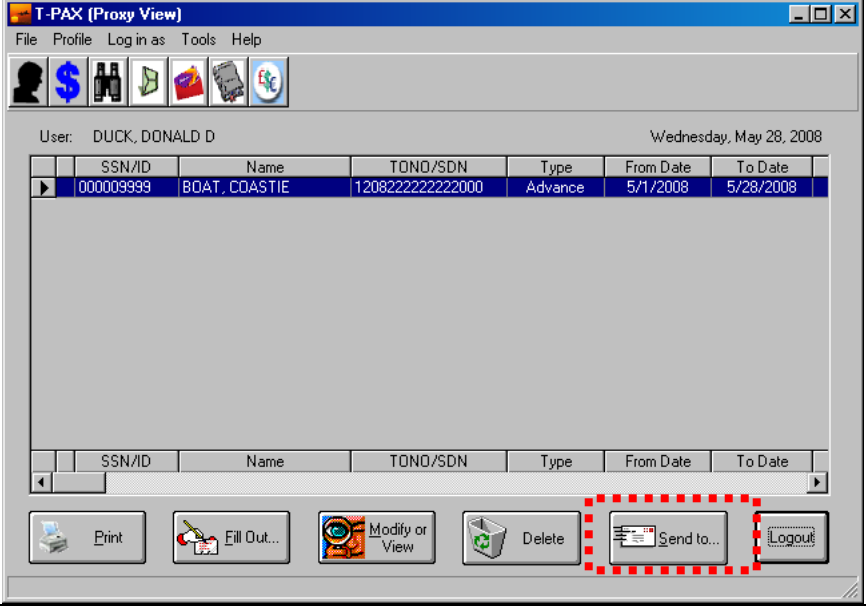
Step	Action
10	<p>Enter remarks if required and use the Imaging Function (by clicking the Receipts button) to attach SIGNED Orders. If orders are not attached, Advance will be returned!</p>  <p>When complete, click the OK button on the Request for Advance against an Order screen.</p>
11	

Continued on next page

What's New for the field in T-PAX Version 6.10

Advance Signature Proxy (ASP), Continued

Procedure (continued)

Step	Action
12	<p>Click the Send to button – this will give the opportunity to send to either the traveler or AO</p> 
13	Once submitted to the AO, follow same procedures as approving a settlement.
14	ALL advances will be screened by PSC (tvl).

What's New for the field in T-PAX Version 6.10

Proxy Expiration Date

Set date on profile tab

When a T-PAX user elects to assign a “Full Signature Proxy” an expiration date is recommended to be placed in the Signature Proxy Expire field. It is recommended a one year designation period be assigned.

The screenshot shows the 'Traveler Account' window for 'UserID: DUCK, DONALD'. The 'T-PAX Information' tab is active, displaying fields for 'Miscellaneous' (Unit: 5347400, Cost Center:), 'New Logon Password', 'New Secondary Password', and 'Additional Information'. In the 'Additional Information' section, the 'Sig. Proxy Expire' field is set to 8/30/2008. The 'Full Signature Proxy' is listed as MOUSE, MICK E. At the bottom, there is a status bar that reads 'Select the signature proxy for this traveler.'

What's New for the field in T-PAX Version 6.10

Travel Limited to Cost of Constructed Travel

Entering Cost of a GTR

When this transportation Mode is selected on the What's Authorized screen of the settlement, users will see a new screen appear.

- On the Constructed Itinerary, users must enter the Mem GTR costs for each leg of the trip. Please reference travel regulations to calculate this cost.
- T-PAX will then pay the lesser of the two costs – actual expense as input in the Itinerary or the Constructed Cost input on the Constructed Itinerary.
- DO NOT put the Cost of the GTR in the reimbursable screen or user will be overpaid.
- On the Entitlement page, click the Cons. Comp button and the screen will show you what T-PAX is going to reimburse for each leg, either the Actual cost of the Constructive cost.

The screenshot shows the 'Trip' window with the 'What's Authorized' tab selected. The 'Transp. Mode' dropdown menu is open, showing 'FOC Limited to Cost of Constructed Travel' as the selected option. The window also displays the user ID '00001111', request number '1096794488', and the date 'Sunday, June 01, 2008'. The name 'DUCK, DONALD D. W2' and TONID '1108123159456000' are visible at the top.

The screenshot shows the 'Trip' window with the 'Constructed Itinerary' tab selected. It displays a table with travel legs and their associated costs. The 'Constructed Trip Duration' is set to 'Greater than or equal to 24 hours'.

From Date	To Date	To Location	Mem GTR	From Date	To Date
2/10/2008	2/10/2008	Denver, COLORADO	\$325.00	2/10/2008	2/10/2008
2/11/2008	2/11/2008	TOPEKA / SHAWNEE, KANSAS	\$150.00	2/11/2008	2/11/2008

Below the table, there are buttons for '<Back', 'Next>', and 'Recalc Dates'. At the bottom, there are buttons for 'Other', 'Exceptions', 'Occasionals', 'OK', 'Cancel', and 'Help'. The instruction at the bottom reads: 'Enter the GTR costs that would have been incurred by the traveler for this leg of travel'.

Continued on next page

What's New for the field in T-PAX Version 6.10

Travel Limited to Cost of Constructed Travel, Continued

Request for a Settlement Against an Order

UserID: 000001111 Modify Request No: 1096794488 Sunday, June 01, 2008

DUCK, DONALD D: W2 TONO: 1108123159456000

Request Type
Type of Settlement: Final - First Submission Type of Partial: Not a Partial

Remit To Adv/Acct **Entitlements** Calculations Financial Remarks

Types of Entitlements Claimed

Trips/Type	Dates Encompassed	Status
Temporary Duty Trip	2/10/2008 - 2/11/2008	Validated Data

Add Itinerary
View/Modify
Delete

<Back Next> Cons. Comp. Daily Calcs

Other Receipts OK Cancel Help

Constructive Comparisons for Legs of Travel

UserID: 000001111 Request No: 1096794488 Sunday, June 01, 2008

DUCK, DONALD, W2 TONO: 1108123159456000

	From Date	To Date	Actual		POV		GTR	
	2/10/2008	2/10/2008	\$303.02	<-	\$0.00		\$361.75	
	2/11/2008	2/11/2008	\$303.50		\$0.00		\$186.75	<-

<- points to the method of payment used to pay the leg

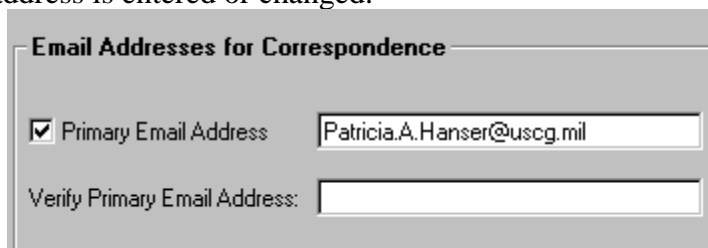
Other OK Help

What's New for the field in T-PAX Version 6.10

Validate/Verify Email Addresses

Email Address entry

It is important that all Email addresses are kept current in T-PAX. To ensure email addresses are correct, T-PAX will now require a validation entry when the email address is entered or changed.



Email Addresses for Correspondence

☒ Primary Email Address

Verify Primary Email Address:

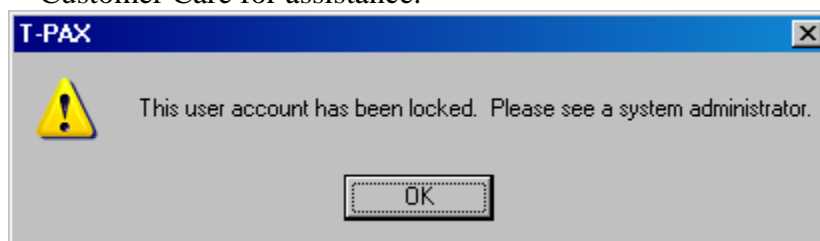
What's New for the field in T-PAX Version 6.10

Locked Accounts

Locked Accounts

Locked T-PAX Accounts -

- e. A T-PAX account may be locked by the system administrator for a few reasons. Examples include:
 - i. Separated employee
 - ii. Non USCG person without T-PAX Profile Creation Form
- f. Should you get the below error message, please contact PSC Customer Care for assistance.



What's New for the field in T-PAX Version 6.10

New User Access/Proxy/AO Designation Form

New Form to be in use soon CG PSC 7421 (2008 Revision) – Mentioned above was the new T-PAX/Winlats User Access Authorization & Approving Official (AO) Designation Form. **This form is currently in the “DRAFT” stage.** Once final approval is given, this form will be made available to the field via the PSC Travel web page. This form will supersede previous versions.

Department of Homeland Security U. S. Coast Guard CG PSC 7421 (Rev. 05/08)		Tpax/Winlats User Access Authorization & Approving Official (AO) Designation	
1. User's Name (Last, First, MI.) (Please print)		2. Rank/Rate:	3. Employee ID # (Not SSN)
4. Official Duty Station & OPFAC	5. Area Code & Work Phone Number:		6. e-Mail address:
7. User Role Description (see instructions)(Include current roles, this authorization supercedes all of your previous authorizations): <u>TPAX (Travel Preparation & Examination System Permissions)</u> <input type="checkbox"/> Create "Non-CG Employee" Self Service User Profile <input type="checkbox"/> TPAX AO (Authorizing Official) Permissions <input type="checkbox"/> Date of Expiration: _____ <input type="checkbox"/> Advance Signature Proxy Permissions <input type="checkbox"/> Date of Expiration: _____ <input type="checkbox"/> Customer Service Representative Permissions (PSC Only) <input type="checkbox"/> Date of Expiration: _____ <input type="checkbox"/> System Administrator (PSC TVL Only) <input type="checkbox"/> Date of Expiration: _____ <u>Winlats Access Permissions (PSC TVL Only)</u> <input type="checkbox"/> Examiner Permissions <input type="checkbox"/> Auditor Permissions <input type="checkbox"/> Distribution Permissions <input type="checkbox"/> System Administrative Restricted Permissions <input type="checkbox"/> System Admin Permissions (full) <input type="checkbox"/> Super User Permissions (system ^{suppt} users only) <u>Web/Image How Access Permissions (PSC TVL Only)</u> <input type="checkbox"/> Examiner Permissions (all travel folders) Exception: _____ <input type="checkbox"/> System Admin Permissions (all travel folders) <i>(JUMPS and Direct Access are separate permission forms that must be filled out separately.)</i>		Scope of Authorization <i>Subject to the limitations that follow, the user is authorized access to the computer systems identified above. This authorization contains no implied authorization to access any computer system of the United States Government not specifically identified herein. Authorization will be revoked upon separation, retirement, reassignment of duties, change of organization or when determined by the Information Systems Security Officer to be in the best interest of the Government.</i> WARNING: Only Authorized Users May Use These Systems. To protect these systems from unauthorized use and to ensure that these systems are functioning properly, system administrators monitor these systems. Individuals using these systems without authority, or in excess of their authority, are subject to having all of their activities on these systems monitored and recorded by system personnel. In the course of monitoring individuals improperly using these systems, or in the course of system maintenance, the activities of authorized users may also be monitored. Anyone using these systems expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, management may authorize system personnel to provide the evidence of such monitoring to law enforcement officials.	
8. Cmd Designation (Signature & printed name, Rank, Title (CO/IC, XO/XPO or HQ/CGPC/AREA/MLC/DIST Branch Chief) & Phone Number): I certify that the access I have authorized is based on an official need. I'm aware of the general functionality I have authorized and I'm aware of what this will allow this member to complete. This member has demonstrated that they are knowledgeable in the use of the program I've authorized and has my confidence that they will diligently make entries and if in doubt they will seek assistance. I also acknowledge that if I lose confidence in this member for any reason I have a responsibility to withdraw this authorization.			
			9 Date: _____